



## ***Town Council***

*Kevin M. Manley, President  
Paul L. Federici, Vice President  
Kathleen G. Hill*

*Donald J. Anderson  
Eric H. Madison  
Michael J. Kane  
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### MINUTES

#### Town Council Minutes

Friday, July 12, 2016 at 6:00 P.M.

Council on Aging Media Room, 328 North Main Street  
East Longmeadow, Massachusetts 01028

Present: Donald J. Anderson, Paul L. Federici, Joseph A. Ford, Kathleen M. Hill, Michael J. Kane, Eric H. Madison, Kevin J. Manley, Robert Peirent

Item 1. The Council President, Kevin Manley, opened the second meeting of the newly elected Town Council at 5:59PM with the Pledge of Allegiance and a moment of Silence.

Item 2. Announcements were made in accordance with Massachusetts General Law Chapter 30A Section 20 (e). It was noted that ELCAT, the Reminder Publications, WWLP News and the Town Clerk were taping the meeting.

Item 3. Public Comment – Mr. Edward Stankiewicz spoke to the Council regarding when excess trash / rubbish would be picked up from the East Longmeadow High School Track area due to the shooting of the fireworks. Mr. Robert Peirent, DPW Superintendent and Acting Town Manager stated that the DPW is responsible to pick this up and will do so.

Item 4. The Council had no response to the Public Comments there being the one item which DPW will address.

Item 5. Town Manager Communications – Mr. Robert Peirent, Acting Town Manager, wanted to thank the Council for the opportunity to serve as Acting Town Manager. Mr. Peirent discussed the status of current job openings. Mr. Peirent then referenced the nine pieces of information that was referenced in his email of Tuesday July 5<sup>th</sup> as what he needs from department heads who need to fill positions.

A. Hiring Confirmations:

- i. The Assistant Recreation Director position: Recreation Director followed the search process; his recommendation is for Timothy Larocca, who is a current employee, to be offered the position. Mr. Peirent stated that the position was fully funded at the Town Meeting last year and he supports the recommendation.
- ii. DPW Skilled Worker: Mr. Peirent would like to defer action until the next meeting

Kevin Manley made a motion to hire Timothy Larocca as Assistant Recreation Director. Donald Anderson seconded the motion which passed unanimously.

B. Hiring Status Updates:

- i. Library Director: Mr. Peirent stated it was a long process and initiated discussions on compensation to the candidate. The candidate is serious about the position and will bring his wife out to look at the area. Mr. Ford asked if there was a second candidate and the time table given. Mr. Peirent responded that he just had his first grandchild recently and therefore Kevin Manley and Robert Peirent asked that he gets back to the Council with his decision within 1 to 2 weeks.

Eric Madison made a motion to authorize the Acting Town Manager to go forward with the Library Director position and the Skilled Worker position as long as the compensation doesn't exceed the budget amounts. Kathleen Hill seconded and the motion passed unanimously.

- ii. Building Commissioner: Mr. Peirent updated the Council. The position was posted internally and externally by the end of June. Six resumes were submitted. Four met qualifications and two did not. Out of the four qualified candidates, two stands out and are highly qualified. He will reach out to them by email for interviews. Mr. Peirent stated he reached out to the Longmeadow Building Inspector and Robyn MacDonald from Planning to be part of the review committee for screening questions of candidates, so that they can bring back to the Council their recommendation.

Michael Kane reached out to Longmeadow, Wilbraham, and Hampden for support. Lance in Wilbraham will cover when he can. Wendell in Hampden met with Michael Kane and all stated they would support the Town with coverage. Michael Kane asked for a Council member to be on the internal committee. Eric Madison stated it is not in the Charter. It was stated that Robert Peirent will interview the Building Inspector candidates.

Robert Peirent informed the Council on hiring needs of the Police Department and talking with civil service for help in the process. Council on Aging is looking to hire drivers in August and DPW will need to hire a skilled worker due to promotions likely in two to four weeks.

Item 5C. Kevin Manley noted that this item could also be addressed under new business.

- i. International Brotherhood of Police Officers contract was executed in March.

Raises for the officers can be met within budget funding flexibility.

ii. Town Employees Union (TEU). Mr. Peirent explained that the contract is for a wide variety of non-managerial, non-public safety personnel. A spreadsheet shows the increase to various departments and the adjustments that are required. Some departments are able to meet obligations without a budget increase due to openings within the department.

Eric Madison discussed the wage classification section of the TEU contract. Mr. Madison stated that the Charter has language to the effect that the Town Manager handles job descriptions and Mr. Madison thought it should be re-worded. Mr. Donahue stated this should be taken up in executive session.

The TEU settlement dispute of regrading resolution. As part of the settlement the employee would receive \$1,500.00 in FY17 and also in FY18. Mr. Peirent showed the adjustment on a spreadsheet. Joseph Ford asked why they offered a stipend. Mr. Manley explained the extra duties of this employee, which was outside the 30 days, and that she works for two boards which approved the regrade. The \$1,500.00 was agreed upon to avoid arbitration and it would save money in the long term to the town.

iii. Mr. Peirent was to discuss Former Chief Mellis outstanding pay. Mr. Manley stated Attorney/Client privilege and made a motion to go into Executive Session. Mr. Madison seconded and all members were in favor. A roll call vote was given by Kevin Manley. Mr. Anderson voted yes, Mr. Madison voted yes, Mr. Federici voted yes, Mr. Manley voted yes, Mr. Ford voted yes, Ms. Hill voted yes and Mr. Kane voted yes.

Item 5D. Mr. Peirent suggested the Council meetings remain at the current facility, but has a desire to make improvements and he is looking for direction from the Council. Mr. Peirent suggested we must break down tables as the room is widely used by Ms. Brennan of the COA. Mr. Madison volunteered to help find a more permanent solutions and Mr. Anderson suggested charging stations for laptops. Mr. Peirent stated Town meeting approved funding for Town Hall renovations.

Item 5E. Licensing approval procedures. Mr. Peirent suggested making a list of all licenses issued by the town and put in place with all pool of licenses. Mr. Anderson would like a list of fees put together as well. Mr. Anderson brought up the MLC fee was raised from \$25.00 to \$50.00 and that decisions have to be made as to the fee schedule for licenses. Mr. Peirent agreed and a survey of other Communities could also be done. Mr. Peirent stated that the Town Clerk received two license requests today; one being for Saturday July 23 and stated that we need to know where to go from here and get a process in place. Mr. Federici said the paperwork was always done in the office by Lorraine and will now be done by Marge. Mr. Peirent also would like the Council to consider a licensing sub-committee. Mr. Madison spoke that some one day liquor licenses are the same facilities applying and all requests go through the full Council.

Mr. Manley said there is a 30 day correspondence requirement of prior notification for approval. Mr. Manley said letters could be sent and Mr. Anderson suggested

attaching correspondence to all permits. Mr. Madison said it should go back to what the statute allows for.

Item 5F. Mr. Peirent made the Council aware that Boards and Committees continue until they resign or a replacement is found, unless Board or Committees are appointed. Mr. Federici stated that the Board of Health is looking for candidates. The Town Manager should be developing job description requirements to fill openings. Mr. Anderson asked if IT was aware and to put job openings on the town website. Mr. Donahue stated it is a three year terms with some expiring. Issue is person continues until term expires or they resign. Position then must be filled and oath taken from the Town Clerk.

Mr. Peirent stated that the Town of Hampden has Community Development Block Grant funding. Mr. Donahue asked why item wasn't on agenda. Mr. Peirent response was that it came to him late in process and is strictly informational. Mr. Donahue told Mr. Peirent he would have to record.

Mr. Peirent understands that Town of Hampden sent an email to the Council. Mr. Peirent stated that in the past the Town applied for a grant and was unsuccessful. Last year the Town teamed up with Agawam on ADA compliance and received it. This Block Grant Funds infrastructure projects, housing projects and disabled projects in which two Communities could work together.

Mr. Peirent made the Council aware of a possible development that affects Longmeadow and East Longmeadow. This project would be on Maple Street and Dwight Road intersection where a single project is a Health Care facility in a single campus taking up 13 acres in East Longmeadow and 7 acres in Longmeadow, both having separate permits. The Planning Boards of both Towns are working together. The concern is traffic within the three intersections. Mr. Anderson asked if Police and Fire in both towns have discussed this. Mr. Peirent said they have discussed and there was a joint staff meeting but it is still very early in the process. Mr. Ford asked about a traffic impact study and Mr. Peirent said there would be a new study with long term solutions for intersections.

Mr. Peirent stated finding a Building Commissioner is his #1 priority. Library Director is very important as well.

Mr. Peirent is also developing Town Council updates on the Town web site showing responsibilities of Town Council in regards to the Town Charter.

Mr. Peirent said he has been dealing with administrative issues that need to be cleaned up over the next several weeks.

Item 6. Mr. Manley made a motion to accept the minutes from the July 1st meeting.

Mr. Madison had amendments, which he listed to the Clerk. Mr. Manley made a motion to accept minutes with Mr. Ford seconding. Mr. Anderson made a motion to accept the amended minutes which passed unanimously.

Item 7. On July 7, Mr. Eric Madison received an email from Kate Delaney, a resident who watches the meetings and had a suggestion for a time line to be published to correspond to meetings. The Council spoke to Mr. Maki who thinks it is an interesting idea and that the Council could jot down the time on the agenda. Mr. Maki said he will look into it and come up with ideas.

Item 8A. The Collins Center will interview each Council member, Department heads and the Fire and Police Chief for their needs in their departments. It was also suggested they include stake holders in the community whom are pro and con for the Charter and for their qualities they are looking for in a Town Manager. Two resumes were received for the Interim position. Mr. Ford spoke with both candidates and both are available and would like to be considered for permanent Town Manager. Both are highly qualified and he was impressed with both candidates. Mr. Ford considers moving forward. Mr. Manley sees no restriction to interim being considered. Mr. Anderson asked if they have an Education background. Mr. Federici stated last December the First Selectman from East Windsor interviewed for the position and in his opinion was highly qualified and would have made a great interim Town Administrator. Mr. Ford wants to interview the two candidates and move forward. Mr. Anderson asked the time frame which will be the end of July. Mr. Ford wants a formal interview process at the next meeting. Mr. Madison checked and said there is no one in the field now for an interim position. Kathleen Hill asked if they are in full time positions now. Mr. Ford stated one is working in Housing Authority and the other is not employed. Mr. Federici suggested sending questions to the Acting Town Manager or Collins Center. Mr. Ford is working through Mr. Peirent with reasonable questions.

Item 8B New Business.

i. St. Paul the Apostle Church - July 17 from 5-9pm. Mr. Manley made a motion to approve liquor license request for beer only with insurance on file. Mr. Kane seconded and the motion passed unanimously.

Masonic Temple - July 23 from 6-11pm. Mr. Manley made a motion to approve liquor license for wine and beer for birthday party. The motion was seconded and passed unanimously.

Masonic Temple - December 23 from 7pm-12am. Mr. Manley made a motion to approve liquor license for wine and beer seconded by Mr. Federici and the motion passed unanimously.

Masonic Temple - September 23 from 7pm-12am. Mr. Manley made a motion to approve liquor license for a baby shower. The motion was seconded and passed unanimously.

ii. Mr. Madison made a motion to raise and appropriate \$23,914 of funds for TEU Collective Bargaining Agreement as outlined in the attached "Required Town Employees Union (TEU) CBA – Personnel Services Budget Adjustments" document. Mr. Manley seconded the motion which passed unanimously.

Mr. Peirent brought up Planning Department settlement. Mr. Madison moved the motion to transfer from the Reserve Fund \$1,500.00 for settlement of TEU for FY17. Mr. Manley seconded and the motion passed unanimously.

Former Chief Mellis outstanding pay was tabled by Mr. Madison until next meeting. A motion made by Mr. Madison and seconded by Mr. Ford. The motion passed unanimously.

iii. By-law Review Committee: Mr. Madison stated the Charter calls for two members from the Charter Commission to sit on the Committee. Mr. Kane said five spots from the community and two from Charter Commission must be appointed by August 1st. Mr. Ford asked the time commitment involved with Mr. Manley stating about a few hours a week. Mr. Peirent asked to consider admin support for this committee. Mr. Manley and Mr. Kane volunteered.

Mr. Madison requested an Appropriation Sub Committee for a Debt Study and Recommendation Committee and an Advisory to the Charter to consider next year's budget. He knows of three member's interested - Mr. Russell Denver, Ms. Dawn Starks, and Mr. James Broderick. Mr. Madison made a motion to accept this Sub Committee request which was seconded by Mr. Manley. The motion passed unanimously.

Item 9. Mr. Manley made a motion to adjourn at 8:49pm. The motion was seconded and passed unanimously.